



DEPARTMENT OF TRANSPORTATION

Facility Management Director | Up to \$116,280/annually

Are you looking for an exciting opportunity to get your foot in the door with State of Minnesota? If so, come join our MnDOT team at our **Water's Edge location in Roseville, MN!**

The incumbent will have the flexibility to work in the office or a hybrid of in office and teleworking. If working a hybrid schedule, the incumbent will be required to make a telework arrangement with their supervisor.

Our **Metro District Facility Management Director** provides direction and leadership for facility and inventory management for the Metro District. This position will also have the following responsibilities:

- Logistical services (space planning, design, and construction), telecommunications, facility security
- Office services (Waters Edge building front desk, mail, conference room management, and courier services)
- Facilities operations and maintenance services, capital improvement program planning, and capital improvement project delivery
- Oversees the district inventory centers which includes consumable goods in the areas of field and auto supply, salt, and fuel
- Accountable for human, fiscal, and all other resources needed to deliver services in a manner that addresses customer needs

WHY WORK FOR US? Click here to check us out: <https://mn.gov/mmb/careers/why-work-for-us/>

WHAT'S IN IT FOR YOU? We offer excellent employee benefits. Here are some of our amazing benefits:

Health & Wellness: Medical, dental, prescription drug, & vision coverage with affordable dependent coverage; Health & dependent care spending accounts; Employee Assistance Program (EAP), health & well-being resources

Financial Well-Being: Public pension plans, deferred compensation plan & health care savings plan; Life, short & long-term disability, AD&D insurance & paid parental leave

Professional Development: Tuition assistance, employee education, leadership development

Work/Life Balance: Vacation & sick days including 11 paid holidays + 1 floating holiday, leave of absence

At-Work Benefits: Employee Resource Groups, employee recognition, employee activities, fitness center at Central Office

Here are the minimum qualifications:

Three years of professional supervisory (supervising professional employees) experience or four years of advanced professional (10L or higher) experience in facilities/building management or operations which includes:

- Knowledge of facility maintenance areas, including HVAC, electrical, plumbing, carpentry, structural and civil disciplines
- Knowledge of facility code and regulatory requirements
- Experience with facility construction projects
- Experience with space planning/management
- Knowledge of building security practices
- Experience managing assets or inventory

APPLY ONLINE BY 7/8/2024 (only applications received on mn.gov/careers will be considered):

1. Go to www.mn.gov/careers & click “**Search Open Positions**”
2. Enter the Job Opening ID “**77778**” in the Keywords search box & click “>>”
3. Click on the Job Title to view the job posting & click “**Apply for Job**”
4. When prompted for your **Referral Source**, please list: **Ellen**

Check out all our exciting MnDOT job opportunities by visiting & applying directly at:

www.dot.state.mn.us/careers/

Contact **Cheryl Utz (MnDOT HR)** for additional information: Melissa.Hines@state.mn.us | 651.234.7434